



June 10, 2003

Notice to all Prospective Bidders:

### **ADDENDUM 1**

**Multiple Awards Request for Proposal (RFP) Number: 03-73004-000**

**RFP Title: Department of Mental Health/Department of Rehabilitation Cooperative Program Training/Technical Assistance**

The Department of Mental Health is hereby amending the Department of Mental Health/Department of Rehabilitation Cooperative Program Training/Technical Assistance RFP for the following reasons:

1. To move reference of the Statement of Qualification as part of the Work Plan and include it as a required attachment. An excerpt from Section C, "Proposal Requirements and Information," (pages 12-13 of the RFP) addressing the Work Plan, Cost Proposal, Resume/Vita and Statement of Qualification is revised and attached to this notification.
2. To rescind the Disabled Veteran Business Enterprise (DVBE) Program Requirements. Section E, "Required Attachments," (page 18 of the RFP) and the "Required Attachment Checklist" (page 19 of the RFP) are revised and attached to this notification.

Please note that revisions presented are incorporated by a strike through the original information, followed by **bolded and underlined**, revised information. Dates and times have not been extended as a result of this addendum.

If you have any questions concerning this RFP, please contact Christina Bednarczyk at (916) 654-3074 or e-mail at [cbednarc@dmhhq.state.ca.us](mailto:cbednarc@dmhhq.state.ca.us).

WILLIAM A. AVRITT, Acting Deputy Director  
Administrative Services

Attachments

Excerpts from pages 12-13 of the DMH/DOR Cooperative Program Training/Technical Assistance RFP:

#### 4) Work Plan

The proposer shall develop one (1) work plan for each subject area the proposer wishes to be considered. A work plan cannot exceed ten (10) double-spaced, typewritten pages and must address the following areas:

- a. **Subject Matter Description:** The work plan will describe what the proposer intends to provide in training (which may include technical assistance) in the subject area for which the proposal is submitted. This description will include the values, principles, knowledge, specific outcome objectives, course outline, presentation techniques/approaches, and other components that the proposer will use in providing the proposed training and/or technical assistance. **Proposers must demonstrate that presentations will be interactive and will utilize various styles (i.e., didactic lecture, group discussions, breakout groups, skill practice sessions, inclusion of presentations from local experts, audio-visual presentations).** The work plan must indicate if the proposer intends to provide training, technical assistance or both, and whether the event is proposed to be **one (1) or two (2) days** in length.
- b. **Materials:** The work plan will specify the materials the proposer intends to use in the course of providing training and/or technical assistance. It is understood that the costs of materials, including handouts, are part of the all-inclusive daily rate for consulting services.
- c. ~~**Statement of Qualification:** The work plan must contain a Statement of Qualification, addressing the training, experience, and past performance which describes specifically how and why the proposer is uniquely prepared with knowledge and expertise to provide the training and/or technical assistance being proposed. This will be in addition to the resume or vita, or other supporting materials being submitted. When an organization (or partnership) submits a proposal, a Statement of Qualification must be included for each person identified to provide services. NOTE: See “7) Statement of Qualification” below. Proposers must include a Statement of Qualification with proposal submission.~~
- d. **Additional Supporting Materials:** The proposer may offer additional materials supporting the work plan. The selection of these materials is entirely the decision of the proposer. These materials may include past course materials, pamphlets, papers, books, or any other materials produced by the proposer that are relevant to the specified subject area in the work plan and the population served by the Cooperative Program. If such materials are offered, the proposer must identify and provide a brief description within the work plan. DMH reserves the right to request copies of the identified supporting materials and will not consider these materials in the rating/scoring process.

## 5) Cost Proposal

Each work plan submitted must include a cost proposal that identifies the **all-inclusive daily rate** for services. The all-inclusive daily rate includes all costs, including preparation time, consultant time, travel expenses, per diem, materials, reproduction, provision and collection of evaluation forms, sign-in sheets, employee and support time expenses, reasonable accommodations, and all other costs related to carrying out the terms of the contract. Use the Sample Cost Proposal Worksheet (Attachment 4) as a guide in preparing your cost proposal. Note: The Proposer must not include estimated costs of conference rooms or any venue where training and/or technical assistance will be conducted when calculating the all-inclusive daily rate for services. Training and/or technical assistance venues will be provided by the local communities requesting services.

## 6) Resume or Vita

Proposals must include a current, typewritten resume or vita for each person identified to provide training and/or technical assistance services.

## 7) Statement of Qualification

Proposals must include a Statement of Qualification, addressing the training, experience, and past performance which describes specifically how and why the proposer is uniquely prepared with knowledge and expertise to provide the training and/or technical assistance being proposed. This will be in addition to the resume or vita, or other supporting materials being submitted. When an organization (or partnership) submits a proposal, a Statement of Qualification must be included for each person identified to provide services.

Excerpt from page 18 of the DMH/DOR Cooperative Program Training/Technical Assistance RFP:

## E) Required Attachments

~~Proposers must meet Disabled Veteran Business Enterprise (DVBE) Participation Program requirements to be viewed as a responsive proposer.~~

~~The DVBE Program Requirements (revised version 4/1/03) are attached to this RFP. The purpose of the DVBE Program and additional information can also be found at the Internet web site [www.pd.dgs.ca.gov/dvbe](http://www.pd.dgs.ca.gov/dvbe). Select "DVBE Resource Packet" under "Related Web Sites" for information on locating Certified Disabled Veterans Business Enterprises.~~

~~The required DVBE submittal forms are included in the DVBE Program Requirements package attached to this RFP (refer to the Required Attachment Checklist, Attachment 8, page 19). Electronic versions of these forms can be found at the Internet website [www.pd.dgs.ca.gov/dvbe](http://www.pd.dgs.ca.gov/dvbe). Select "Documentation of DVBE Program Requirements form Std. 840/840A, revised 4/03".~~

**Refer to the following page for additional Required Attachments that are a part of this agreement.**

## ATTACHMENT 1

### REQUIRED ATTACHMENT CHECK LIST

A complete proposal or proposal package will consist of the items identified below. Complete this checklist to confirm the items in your proposal. Place a check mark or "X" next to each item that you are submitting to the State. For your proposal to be responsive, all required attachments must be returned. This checklist must be returned with your proposal package.

<u>Attachment</u>	<u>Attachment Name/Description</u>
_____ Attachment 1	Required Attachment Check List
_____ Attachment 2	Proposal/Proposer Certification Sheet
_____ Attachment 3	Work Plan(s)- for each subject area you wish to be considered
_____ Attachment 4	Cost Proposal(s)- for each work plan submitted
_____ Attachment 5	Resume/Vita- for each person identified to provide services
_____ Attachment 6	Proposer References
_____ Attachment 7	Small Business Identification Questionnaire
_____ Attachment 8	<del>Documentation of Disabled Veteran Enterprise Program Requirements- Std. 840/840A</del> <b><u>Statement of Qualification- for each person identified to provide services</u></b>
_____ Attachment 9	Payee Data Record (STD 204)** (if currently not on file)
_____ Attachment 10	Contractor Certification Clauses (CCC) (current number)** The CCC can be found on the Internet at <a href="http://www.ols.dgs.ca.gov/Standard+Language">www.ols.dgs.ca.gov/Standard+Language</a> .

\*\*These documents are not required with the Proposal package but are required upon award of the contract.